

FAUQUIER COUNTY PARKS & RECREATION
POLICY

TITLE: Career Ladder

FILE #: M 23-2-1-1

DATE PROPOSED: 6/6/12

DATE APPROVED/REVISED: 6/6/12

Purpose: The purpose of this policy is to establish a process for career ladder advancement in the salary scale.

- A. Career ladders exist for:
1. Recreation Center Attendants
 2. Parks and Facilities Maintenance Workers.

Procedure:

1. Supervisors shall inform any staff that are eligible for career ladder advancement of the opportunity and explain how he\she may advance under the career ladder system. Original meeting with each employee shall be designed to make the employee aware of the opportunities that the career ladder will provide.
2. All employees for whom a ladder system has been created are eligible for advancement under the appropriate ladder system.
3. If so desired, any employee may work with their supervisor to design an advancement plan to aid in employee's advancement under the career ladder system.
 - a. If a plan is developed, the Plan shall be reviewed and approved by the Region Superintendent.
4. Each supervisor of eligible employees is responsible for tracking the progress toward advancement for each eligible employee.
5. Those employees meeting the requirements for career ladder advancement will be recommended by their supervisor immediately upon determination of their eligibility.
 - a. If approved for advancement, said advancement will be effective as soon as possible under the then existing system in place by Human Resources.
 - b. Documentation shall be given to Region Superintendent for review.
 - (1) Documentation shall include letter of recommendation from supervisor, performance review grading sheets for appropriate number of years, training hours verification

as tracked on Z: drive and any applicable certification records.

- (2) Upon receipt and review, if approved, Region Superintendent will submit a Personnel Action Notification (PAN) to the Director along with supporting documentation as described in (e.2.a.) for Director approval.